

MANAGEMENT INFORMATION TECHNOLOGY SERVICES
MANAGEMENT BOARD REGULAR MEETING
April 24, 2008

The Tippecanoe County Management Information Technology Services Management Board met in the Tippecanoe Room in the County Office Building on Thursday, April 24, 2008 at 9:00 A.M. Present were: Clerk and President Linda Phillips, Auditor and Vice President Jennifer Weston, Treasurer Robert Plantenga, Commissioner Ruth E. Shedd, and Commissioner KD Benson. Others present were: MITS Executive Director Diane Hawkins and Secretary Jennifer Prange.

President Phillips called the meeting to order.

Commissioner KD Benson moved to approve minutes from the January 24, 2008 meeting, second by Treasurer Plantenga; motion carried.

Business Continuity Plan/Disaster Recovery Plan Tippecanoe County Financials

Director Hawkins shared the Disaster Recovery Plan for the Auditor's office. The plan required by State Board of Accounts provides disaster recovery information in the event the county loses access to the computer system. The detailed plan should be reviewed and updated at least two times a year.

Web Site Usage Reports/Web Filtering

Director Hawkins provided a website usage report. Internet access for the county is provided through Wintek and cost approximately \$7,000 of which is collected each year for use of tax/assess software by outside vendors. The internet bandwidth the county uses currently exceeds maximum usage level by county offices; at this time the county is not charged for additional use by Wintek.

A report was provided regarding usage of the county website. Director Hawkins added the amount of visitors have increased steadily over the last few years.

MITs has a new web filtering system. They are working through the kinks in order to provide access to necessary sites while still blocking and protecting county computers from viruses.

Computer Usage and Security Policy

Director Hawkins suggested changing the computer usage policy in the Personnel Policy Handbook. The policy does not address independent contractors/employees; these individuals are not required to follow the employee policy in the handbook. She explained the importance of addressing these issues for the safety of the county.

The email and internet policy will be revised to provide more information for employees on the county policy.

New Business/Board Comments

MITs will be closed on May 5th, 2008 to prepare for the election. The July 24th meeting was rescheduled to July 17th, 2008 at 9:00 a.m.